

Instructions for Third
National Farm Wage Survey

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UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Agricultural Economics

INSTRUCTIONS TO ENUMERATORS IN
SURVEYS ON FARM WAGE RATES

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Note to All Enumerators and Supervisors. For the third Nation-wide farm wage survey which begins September 24, the Prelist Sheet used in the May survey has been modified. However, the Form 1 and the Form 1-Supplemental will be essentially the same as used in May. No new schedules have been added and the Perquisite Schedule, which was a one-time form used in May, will not be used in September. These new instructions cover changes in the Prelist Sheet, changes due to the ending of the war, in the explanation of the purpose of the survey, and items omitted from Form 1. Except for these changes, which primarily affect Sections I and VI, these instructions differ from those dated May 10, 1945, only in further clarification of certain points.

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I PURPOSE

In recognition of the need for more information on farm labor, Congress has provided funds to the Bureau of Agricultural Economics to gather information on wages and wage rates of farm laborers throughout the country. Wages are an important part of farmers' production cost, and farmers need to know what rates are being paid in various parts of the country. With the war over and problems of reemploying returning veterans and workers from war industries, it is also important to obtain a knowledge of conditions which will affect work and job opportunities in agriculture. Hence information is needed on the number of people working on farms throughout the country, the number of these who are hired to do farm work, the wage rates they are paid, and the amount of time spent in farm work.

The data to be gathered in these surveys are needed by the Department of Agriculture to answer the many requests from farmers, business people, labor organizations and various State and Federal agencies for accurate information on farm wage and labor matters. None of the information collected, however, will be used in connection with enforcement of any wage regulation, wage ceilings, or wage fixing measures, nor for any income tax purposes. Reports from farmers will be treated as strictly confidential and used only in combination with reports from many other farms to develop wage statistics.

II SCOPE OF THE SURVEYS

The first surveys were carried on in selected special crop areas where large numbers of seasonal and migrant workers are used in harvesting fruits, vegetables and certain other high labor-requiring crops. These special crop surveys are to be made at different dates, coinciding with the harvest of the important crops in the areas selected for enumeration.

In addition to these harvest labor surveys, there will be three Nation-wide surveys during 1945 to obtain wage information for all types of hired farm workers. These National surveys are being made in a representative sample of 158 counties of the United States. Within each county farms with headquarters in certain land segments of the county are being enumerated. These farms have been so drawn as to provide a proportional representation of all sizes and types of farms. The instructions contained here relate primarily to the third of the Nation-wide surveys which will obtain information on farm wages and wage rates paid during the week ending September 22, 1945, although they will also apply to many of the Special Crop Area Surveys.

III MAPS AND AERIAL PHOTOGRAPHS TO BE USED IN SURVEYS

Maps.—Each enumerator will be supplied with the same county highway maps as were used during the March and May Wage Rate Surveys.

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Segments and Segment Numbers.—The same sample segments (or areas) are to be visited in this enumeration as in the March and May surveys. They are outlined or colored solidly in red on the highway maps, and each segment has been assigned a number which appears on the map in or near the segment. This number appears in the space provided at the top of the Prelist Sheet and should be entered in the space provided at the top of Form 1 and Form 1-Supplemental.

In a few counties, where there is more than one map sheet for the county, a segment might not be entirely on one sheet; that is, part of a segment might be on one sheet and part on another. In such cases the letters "pt" (meaning part) are written after the segment number to indicate that only part of the segment is on that sheet. The remaining part will be found on another sheet labeled by the same segment number.

Occasionally two segments are adjacent and might appear at a first glance to be only one segment. Adjacent segments are divided by a dull green line and each segment has its own number. In the March enumeration, sometimes two adjacent segments were enumerated as one segment instead of two.

Segment boundaries.—Boundaries of a segment ordinarily will be roads, streams, railroads, survey lines (such as section or half-section lines) or political boundaries such as those of a county, township, election precinct, incorporated city or town. In a few cases a boundary may be an arbitrary line drawn between identified points.

Aerial photographs.—Photographs will be supplied for segments which are towns or parts of towns. These photographs should be of help in two ways when enumerating the towns: (1) the boundaries of each such segment have been marked on the photograph which should aid in identifying the boundaries of the area within which the enumeration is to be made; and (2) it may be of help in indicating the parts of the segment (or town) where farms are most likely to be found.

The segment number appears in the lower left-hand corner of each aerial photograph.

Designation of Segment Boundaries on the Photographs.—On the photographs the segments are outlined with red wavy or straight lines. When a natural landmark such as a road, railroad, or stream is the boundary, a red wavy line is placed just outside the road, railroad, etc. Sometimes houses may appear on the photograph between the wavy line and the actual boundary of the segment; in such cases the house is outside the segment even though it appears inside the wavy line. When the boundary of a segment is other than a road, railroad, or stream, a straight red line is placed on the boundary.

If any sample segment does not appear to be alike on both the county map and the aerial photograph, the outline on the aerial photograph is to be taken as the correct boundary of the segment.

IV SCHEDULES, WHEN EACH IS TO BE USED, AND WHOM TO INTERVIEW

The schedules to be used in the survey relating to September 16-22, 1945 consist of (1) a Prelist Sheet, (2) a Form 1, and (3) a Form 1-Supplemental. These designations appear in the upper left-hand corner of the several schedules. Not all of these schedules are to be filled out for every farm. In many cases both the Prelist Sheet and Form 1 will be required, while in the case of relatively few farms a Prelist Sheet, a Form 1 and a Form 1-Supplemental will need to be used. The enumerator should read carefully Section VI-VIII of this manual for detailed instructions on how to fill out each schedule.

A. Prelist Sheet.

A Prelist Sheet is provided for each sample segment to be surveyed in September, with a list of farm operators to be visited already copied on the sheet. The enumerator is to visit all the farm operators listed, check to see that the list is correct and complete, adding any other operators he finds with headquarters in the segment.

For every farm with headquarters in the segment, one line of the Prelist Sheet is to be filled out for columns 2 through 12.

Information for the Prelist Sheet should be obtained from the farm operator, farm foreman, hired man or from another responsible individual on the farm or in the farm family if possible. If no one connected with the farm is at home on the first visit, the enumerator should try to get the information from a neighbor if there are nearby families who are well-informed about the farm. However, there must be a revisit to the farm if the neighbor reports "yes" to the question on hired labor (column 12) or if he reports that he is not certain of the answer.

B. Form 1.

This is the basic schedule to be used for every farm which reported any farm workers who worked for wages during the specified week unless all the labor hired was in gangs or crews and individual information is not available for them. A separate Form 1 is to be filled out for every farm which has the answer "yes" in column 12 of the Prelist Sheet, except in the case noted above when a Form 1-Supplemental may be substituted for Form 1. In filling out Form 1 for a farm which reports one or more hired workers during the week ending September 22, the identification material called for in Section I is to be copied from the Prelist Sheet. Then information for each hired worker who worked on the farm during the specified week is to be obtained for Sections III and IV with a separate line of Section III used for each hired worker. (Note: Section II has been omitted from Form 1.)

Information for Form 1 should be obtained from the farm operator, farm foreman, the hired man or from another responsible individual on the farm or in the farm family.

C. Form 1-Supplemental

When information can be obtained only for crews or groups of workers, Form 1-Supplemental is to be used to record this, although wherever possible information is to be obtained for each individual hired worker and recorded on a separate line of Form 1. The identification material in Section I of Form 1-Supplemental is to be copied from Form 1 if used for the farm. In Section II of Form 1-Supplemental a separate line is to be filled out for each crew, gang, or group of workers who were working at the same operation and were receiving the same wage rate during the week, with separate lines used for males and females.

Form 1-Supplemental will usually be used in conjunction with Form 1 for a farm. The Form 1-Supplemental will be used without a Form 1 for a farm only if all workers on the farm during the survey week were members of a crew for which individual data are not available.

Information for Form 1-Supplemental is to be obtained if possible from the farm operator or his foreman. If all the information cannot be obtained from someone on the farm the enumerator is to record the name and address of the labor contractor or packing house who supplied the workers, and who may be in a position to furnish the information when interviewed by the enumerator or supervisor.

V GENERAL INSTRUCTIONS TO ENUMERATORS

A. Approach and Technique of Enumeration

The value of this survey to the United States Department of Agriculture is entirely dependent on the reliability and completeness of the enumeration returns. Therefore, it is essential that all enumerators be extremely conscientious in the conduct of their work. The success of an interview depends largely on the ability of the enumerator. The general remarks which follow are intended to call attention to some of the more important considerations. All information obtained by the enumerator is strictly confidential and is to be discussed only with persons specifically authorized. It is to be distinctly understood that all canvassing and soliciting for purposes not connected with this survey are strictly prohibited.

Explain that the INFORMATION FOR ANY PERSON OR ANY FARM IS STRICTLY CONFIDENTIAL that it will not be available to any persons except sworn employees, that it is to be used only for statistical purposes, and that no use will be made of it which can in any way injuriously affect the interest of individuals.

The favorable impression made by the enumerator in stating the purpose of the survey and the reason for his visit (whether to the person who is finally interviewed or to the person with whom the first contact is made), is usually directly responsible for gaining the necessary cooperation and confidence.

Avoid making a pure formality of the interview. Ask questions in the briefest possible way, using simple nontechnical words. Refrain from any arguments on political or other issues and do not forget to thank persons for their cooperation.

A few persons may be reluctant to discuss details and in some instances may flatly refuse to answer the inquiries. However, it should be possible in all but exceptional instances to obtain the desired information through a businesslike and sympathetic approach. If a farmer is too busy to be interviewed when visited, it may be necessary to return at a later time. The enumerator should remember that while he is authorized to request the information, he must rely completely on cooperation to obtain the answers. The enumerator should show his identification card before starting the interview.

B. General Rules for Filling Out Schedules.

1. Legibility. - It is essential that all entries on the schedules be made carefully and legibly. A fairly hard (#3) black pencil should be used so that the entries will not blur. Do not make entries in ink or in colored pencil.

2. Completeness. - Every item on the schedule requires an entry. If it is impossible to obtain information called for, enter one of the following symbols which indicates the reason the information was not obtained:

N.A. - Not asked

D.K. - Don't know

R. - Refused to answer

When the answer called for is "yes" or "no", be sure to write "no" if that is the answer. Don't leave the column blank. When a question calls for a number or an amount and the answer is "None" write in the word "None." Do not use a dash to mean "no" or "none".

3. Explanatory Notes. - When the space provided on the schedule does not permit an adequate description of the particular circumstances applying to an entry, or when two or more entries on the schedule appear to be inconsistent, or when any inaccuracies are disclosed by the interview, an explanatory note is to be written on the bottom of the schedule and continued on the back of the schedule if necessary.

4. Review of Schedules. - The enumerator should carefully review every schedule before handing it in to the supervisor. He should make certain that he has assembled all schedules, that all items have been correctly and completely filled and that all seemingly inconsistent items have been explained. The supervisor will indicate when the schedules are to be turned in to him.

VI HOW TO FILL OUT PRELIST SHEET

For each sample segment to be surveyed in September a Prelist Sheet has been prepared. The names of the State and County, the Segment Number, and the name of the person who enumerated the segment in May have been written at the top of the Prelist Sheet. In the first column is written the name of every farm operator whose headquarters were determined as being in the sample segment in the May survey. The number of acres in each farm and the number of acres in crops on those farms hiring workers the week of May 26 have been copied into the Prelist Sheet from data obtained by the enumerator in May.

A. Checking on Completeness and Correctness of the List of Farm Operators Already Copied on the Prelist Sheet.

The enumerator for the September survey is to visit all farm operators whose names are copied on the Prelist Sheet unless he finds that an operator who is listed has moved. In such a case the enumerator should substitute the name of the new operator if someone else has taken over the farm; if the farm has been abandoned and is not to be operated this year, draw a line through the name and write "abandoned, not to be operated this year."

If in May the enumerator found that a farm with headquarters in the segment was not operated this year, the farm has been shown on the September Prelist Sheet with the notation "Idle".

The enumerator should study carefully the map provided him and check to see that every farm operator with headquarters in the segment has been listed on the Prelist Sheet. (The enumerator should refer to Section B of Part X "Definition of Farm Headquarters" of the Instructions for rules for determining if a farm had headquarters in the segment.) In case an operator was omitted in the May survey, the enumerator should add his name at this time.

If the enumerator finds that any of the operators listed does not have his headquarters in the sample segment, he should draw a line through the name and write "Headquarters not in segment."

B. Instructions for Filling out Prelist Sheet.

One line for the Prelist Sheet is to be filled out for each farm with headquarters in the sample segment. It is most important that the information called for is obtained for every farm with headquarters in the segment.

Wherever possible, the information should be obtained from the farm operator. To prevent an undue number of repeat visits, however, the information may be obtained from someone living or working on the farm. When no person connected with the farm can be located on the farm at the time of the visit, the enumerator should try to obtain the information called for on the Prelist Sheet from a neighbor. In such a case, a revisit will not be necessary if the informant is certain that there was no one doing farm work for wages on the farm at any time during the specified week. If the informant reports that there was hired labor on that farm or is not certain as to whether there was any hired labor, a return visit should be made to the farm.

Items A, B, C, D. These will be filled out before the sheet is given to the enumerator. Usually there will be only one Prelist Sheet for a sample segment, but if the segment has more than 16 farms, "continued" should be written at the end of the first sheet and a second sheet used for the additional farm.

Items E, F. Write your own name on every sheet you turn in, and for any sample segment which requires more than one sheet, fill your name in on each extra sheet. Also fill in the date you finished enumerating the farms in this sample segment.

Column 1: In this column have been written the names of the farm operators enumerated during the May survey. The farm operator is the person who worked the farm, performing the labor himself or directly supervising it. When land is rented, the tenant or renter is the operator even though the owner may exercise some supervision. If the farming operations are performed by a caretaker who merely carries out the instructions of his employer, report the employer as operator. However, report as operator a paid manager responsible for the farming operations, but place an M after his name. If the farm is operated for a corporation or institution, report as operator the superintendent, manager, supervisor, or other person directly responsible for the farming operations.

In the South, the enumerators should note the special instructions at the bottom of the Prelist Sheet relating to plantations and sharecroppers. A "P" should be entered after the name of the plantation operator and a "S" should be entered after the name of the sharecropper. The crop acreage operated by each sharecropper or sharetenant should be listed in Column 3 on the line of the sharecropper or sharetenant, while the crop acreage for the entire plantation should be listed in Column 3 of the line for the plantation operator. The family labor of the plantation operator's family should be shown on his line and the family labor of the sharecropper's family should be shown on the line for the sharecropper. If the plantation operator hires labor during the survey week, which may include sharecroppers paid to work on the plantation operator's unit, "yes" should be shown in column 12 and a Form 1 filled out for the plantation operator. Note that a sharecropper who worked on his own unit and also on the plantation operator's unit during the week should have the hours worked on his own unit recorded in Column 7 of the Prelist Sheet on the line containing the sharecropper's name, and the hours worked for wages on the plantation operator's unit recorded in the Form 1 filled out for the plantation operator.

If a sharecropper hired labor during the survey week to work on his unit (or if the plantation operator hires laborers to work on the sharecropper's unit and deducts their wages from the sharecropper's share of the crops), a "yes" should be entered in Column 12 and a Form 1 should be filled out for the sharecropper.

Since the names of the operators have been copied from the May schedules, please check the names for accuracy and for spelling.

Column 2. In this column is to be entered the post office address of the farm operator. Be sure that the address is clear, complete and legible. The principal reason for adding this column is so that a brief report can be mailed to every farm operator surveyed containing information on farm wages and wage rates obtained in the three national surveys made in 1945. The Bureau of Agricultural Economics plans to prepare this report especially for farmers who were included in the survey, as an expression of appreciation of their cooperation.

Column 3. The acres of cropland harvested or to be harvested in 1945 have been transcribed from the May schedules for those farmers who hired labor during the May survey week and who answered this question for the May Form 1. The question does not have to be asked again from these farm operators but if you should discover any errors in the number of acres entered, these should be corrected. For all other farms (that is, those without hired farm labor during the May survey week) this question must be asked. Report the total acres in this farm from which one or more crops have been or are to be cut, dug, picked, or otherwise harvested in 1945, of all land in orchards and small fruits (bearing and nonbearing), and of acreage in nurseries and greenhouses. Do not count the same land twice, even though two crops are to be harvested from it.

Column 4 and 5. List the two most important individual farm products according to the income received or expected to be received from the sale of farm products in 1945. An exception to this should be made in the case in the group of products commonly classified as "dairy products" (milk, cream, butterfat, butter, and cheese) and the group of products classified as "poultry and poultry products" (chickens, fryers, baby chickens, ducks, geese, turkeys, and eggs.) In the case of dairy or poultry, the individual products should not be listed but should be considered as a group, and an entry of "dairy" or "poultry" should be made instead of the detailed item (milk, eggs) when either dairy or poultry products is one of the two most important products. If more than half of the 1945 production on this farm is used for home consumption an entry of "home consumption" should be made instead of listing individual products.

Column 6. Show the operator's best estimate of the total number of man-days of hired labor that has been employed on this farm since January 1 and will be employed between now and December 31, 1945. For any worker, the number of days related to all days on which any hired farm work was done. If more than one hired worker has been or will be employed on this farm during the year, the days that each of the workers will be employed should be added together to get the total number of man-days of hired labor used on the farm during 1945.

Column 7. Report the number of hours that the operator actually worked on this farm during the week ending September 22, 1945. In addition to farm work done on the farm, include hours spent by the operator in attending to his farm affairs such as keeping farm records, business trips to town to purchase seed or fertilizer, attending livestock auctions, or handling other matters involved in running the farm business. Include also the hours spent by the operator in doing farm chores. If the operator did not do any work on the farm during the survey week, enter "0" in this column.

Columns 8, 9, 10, 11. Notice that the questions on the work of unpaid members of the operator's family have been changed considerably since the May survey. One change is to get separately information on farm work done by children under 14 years of age. The other change is to do away with the "2 days or more" limit and to ask for a report of all family members who did any farm work at all during the survey week, regardless of the amount. In order to separate those who did an appreciable amount from those who worked very short periods, we are asking that you obtain two figures, one on the number who worked 15 hours or more during the week, and the other on the number who did some work, but not as much as 15 hours. In all cases, count farm chores as farm work, but do not include time spent at housework in getting the number of hours spent in farm work.

If some member of the operator's family did some work on the farm for pay and some work without pay during the week ending September 22, 1945, consider the person as a hired worker and do not record him in cols. 8, 9, 10, or 11. The schedule indicates that for Columns 8 and 9 you are first to ask a question on whether anyone of the operator's family 14 years of age or over worked on the farm without pay during the week. If there were one or more persons who did, then you are to ask for each one whether he worked as much as 15 hours, and record the number of persons in columns 8 and 9 according to

these answers. If there were no persons reported for one or both of these columns, enter a "0" in the column or in both columns.

Similarly for Columns 10 and 11, first ask a question on whether any children in the operator's family under 14 years of age worked on the farm without pay during the week. If the answer is "yes", find out for each one whether he worked as much as 15 hours, and record the proper numbers in Columns 10 and 11. If there were no children working 1 to 14 hours, enter "0" in Column 10; if there were none working 15 or more hours, enter "0" in Column 11.

Column 12. This is a very important question on the Prelist Sheet. The answer to this question indicates whether the farm has some information to report on farm wages, the information which this survey is primarily planned to obtain. Enter yes in this Column if any person was hired to do farm work on this farm during the week September 22, 1945. Include members of the family who were paid cash wages. Count every person who worked for wages during the week, regardless of the length of time worked. If the answer to this question is "yes" a Form 1 should be filled out for this farm even though the farmer has hired someone for only a few hours during the week. If the answer is "no", and the answer is given by someone you are sure knows that there was no hired labor on this farm, no other schedule has to be obtained on this farm. If the answer is not given by the farm operator, and the person supplying the information is not absolutely sure, then a revisit must be made to get an answer from the operator himself.

VII HOW TO FILL OUT FORM 1

Form 1 is the basic schedule and is to be used for every farm reporting hired labor in the sample segments (an answer of "yes" in column 12 of Prelist Sheet) except when all labor was hired in crews for which individual worker data are not available. Every effort should be made to fill out Form 1, using another schedule and marking it "Continuation Sheet" whenever necessary. Because much of the value of the entire survey will depend on the information provided by this form, it is of utmost importance that you make an effort to obtain all the hired labor and wage information for each farm called for. There will be situations, however, where not all of the hired worker information can be secured on an individual worker basis and in these cases Form 1-Supplemental must be used in addition to Form 1 or occasionally as a substitute for Form 1.

Item I. Information for A, B, C, D, E, and F should be copied exactly as written on the Prelist Sheet.

Item II. This item has been deleted from Form 1. The items on the acres from which crops have been or will be harvested and the two leading products have been added to the Prelist Sheet. The value of crops, livestock and livestock products marketed in 1944 will not be asked in this survey.

Item III. Hired farm workers are persons employed to do farm work for cash wages, including members of the family who are paid cash wages. (However, a regular cash allowance given to young children by their parents should not be considered as wages.) In addition to cash wages, the hired worker may receive board, lodging, or other perquisites. A separate line should be filled out for

each hired worker who worked on this farm during the specified week regardless of how little time was worked. (Names of workers are not necessary, however, where several persons are employed and the listing of names would aid in obtaining detailed individual information, names or initials may be listed in the column marked "line number.")

Farm work is work done on a farm, on a custom, contract, or other basis, in connection with the production (for home use or for sale), harvesting preparation for market, or delivery to market of agricultural products. Work done on the farm by a farm laborer in construction, repair, maintenance, or improvement of the farm buildings, fences, machinery, etc., is to be included as farm work. However, do not include such work as that of skilled carpenter or stone mason hired to construct a farm building, or the work of a well-driller engaged in drilling a well for a farmer, or the work of a commercial trucker in hauling agricultural products to market. Do not include as farm work any housework, or canning primarily for home consumption.

For the purposes of this survey, persons are to be considered as hired farm workers who are employed in the packing of fruits or vegetables in a packing house or packing shed located on the farm and operated by this farmer primarily for packing produce from his own farm.

Column 1. If you are unable to obtain approximate age, place as closely as possible in following age groups: Under 14; 14-17; 18-34; 35-44; 45-54; 55-64; 65 and over.

Column 2. Self-explanatory.

Column 3. If the worker is related to the farm operator or his wife, write "son", "brother", "son-in-law", or whatever the relationship is. If the worker is unrelated to the farm operator or to his wife, write the word "none".

Column 4. W means white; N, Negro; and O, all others. Mexicans are to be coded W. In addition to indicating race, identify foreign workers imported from Jamaica, Mexico, etc. with "F", and prisoners of war with "P".

In case of doubt with regard to race identification, do not enter a code letter, but simply write in the word which will identify the worker, such as "Jamaicans", "Barbadians", "Filipinos", etc.

Column 5 Record here the farm operator's reply as to whether or not the worker has been hired for a regular, year-round job.

Column 6. Show the operator's best estimate of the number of days each worker has been employed on this farm since January 1, 1945. The total number of days relate to all days on which any hired farm work was done.

For the regular hired hand who is paid on a monthly basis, when the answer is given in months, convert to days using 25 or 30 days to a month, according to whether any work is customarily done on Sundays.

Column 7. Show the operator's best estimate of the number of days the operator expects to have work for this worker during the rest of this year. Convert months into days according to the instructions for column 6.

Column 8. Record number of different calendar days on which some hired farm work was done during the specified week, regardless of how many hours were worked each day.

Column 9. Report the total number of hours in the week actually worked on this farm for wages (week ending September 22, 1945). Exclude hours spent at meals and in traveling from home to work and from work to home.

Column 10. The entry should be the total cash wages (to the nearest dollar) paid or to be paid the worker for the work performed during the specified week only. When the worker is paid on a monthly basis convert the monthly wage to a weekly basis by taking 23 percent of the monthly cash wage.

The total cash wages paid or due the worker entered in column 10 should be the gross earnings for the week before any deductions. The earnings should therefore include any amount deducted because of a cash or credit advance or because of with-holding taxes. The amount entered, however, should not include any part of a bonus to be paid at the end of the season.

Columns 11, 12, and 13. If field work was done, list the crop and describe the operation or tasks upon which each worker was principally employed during the designated week. If in harvesting the worker does two tasks as, for example, picking and loading apples, the enumerator should enter in column 11 "apples" and in column 12 "picking and loading". If the worker did work other than field work during the week, indicate in column 13 the nature of the work, such as care of livestock, milking, silo filling, tractor repair. If work was done on two crops or operations at the same wage rate, enter the crop and operation at which most time was spent. Always use a separate line for each type of work paid at a different wage rate. If two or more lines are used for one worker, indicate by placing in brackets the appropriate line numbers.

Columns 14 and 15. Report the cash wage rate and the unit of payment for the kind of work shown in column 12 and 13. Unit may be per hour, day, week, month, or year, or, if piece work, per box, bushel, crate, etc., giving weight or size of box, crate, if materially different from standard weight or size.

In reporting wage rate, be careful to put dollars and cents in their respective columns.

Column 16. Record here "yes" if the wage rate is a combined price for the hire of any machinery, equipment, or work-stock in addition to labor; "no" if none of these is included. If "yes" indicate in "Notes" at bottom right of schedule what machinery, equipment or work-stock, is included in wage rate, identifying the worker by line number.

The question on column 16 is intended mainly to cover the cases of custom work when the rate paid by the farmer is a combined cost for labor and a machine used in performing a certain job, as combining wheat; or labor, materials and equipment as in custom or contract spraying; or the combination of labor and a team of horses as in some cases of custom plowing. In cases of this sort, the farmer usually contracts with some one to pay so much per acre (or other unit) to get the particular job done. The person he contracts with supplies the worker (or workers) in addition to the machine materials, etc., required to do the job.

If the custom job is done by only one worker, Form 1 should be used to record the information for this worker, and the entry in column 16 should be "yes". If more than one worker performed the custom job, the information should be recorded on Form 1-Supplemental, treating the workers on this job as a single crew.

An entry of "yes" in column 16 of Form 1 (or column 16 on Form 1-Supplemental) requires an explanation in the "Notes" at bottom of schedules as to what machinery, etc. were included in the wage rate shown for this worker. The enumerator should also make an effort to find out from the farmer what wages he would have to pay for this kind of work if the farmer supplied his own machinery or equipment. This information can also be recorded in the "Notes".

Columns 17, 18, 19, 20, and 21. All questions relating to items furnished in addition to cash wages refer only to the items furnished during the specified week. Enter "yes" in column 17 for house if a separate house or apartment with accommodations for a family is provided. House may also include a separate apartment in the operator's dwelling. Group or crew housing providing room or bunk space only should be entered under lodging. Similarly, if only a room is provided in the operator's dwelling, make an entry of "yes" in the lodging column (column 18). Show in column 19 the number of regular meals furnished each day. Indicate in column 20 if daily transportation to and from work is furnished the worker without charge. In column 21, enter "yes" if other items are furnished worker during the week free of charge. Examples of other items are garden, fuel, laundering, milk, eggs, hogs, beef, and fruit.

Item IV. If for any worker, the total cash wages entered in column 10 included some amount which is held back until the end of the season, indicate the line number of the worker and the amount held back, thus: "Line 3, \$5 of week's wages held back till picking completed;" or "10 percent of earnings held back till end of season."

If for any worker, some agreed upon bonus is to be paid at the end of the season, indicate the line number of the worker and the nature of the arrangements, thus; line 2, a bonus equal to 10 percent of total wages to be paid if worker stays on till end of season, or lines 4, 5, 6 a bonus of \$25 each to be paid if workers stay on till end of season, approximately 2½ months in all.

If any worker is given some share of cash proceeds from crops, livestock or livestock products, as a part of his wages indicate the nature of the arrangement and the estimated value of the share to be received in the space provided for Notes. Do not include this value in the wage rate given in column 14, or in the total wages for the week given in column 10.

VIII HOW TO FILL OUT FORM 1-SUPPLEMENTAL

General Instructions

Form 1-Supplemental is to be used to supplement Form 1 (or occasionally to substitute for Form 1) when the information called for in Item III of Form 1 cannot be obtained for each individual worker who worked for pay on the operator's farm during the reporting week. Form 1-Supplemental may be used in the following situations:

1. When the workers were not hired directly by the farm operator but were supplied by a contractor, packing house or someone else;
2. When the workers were hired directly by the farm operator, but he is unable or unwilling to supply information on each individual worker. Wherever possible information should be obtained on Form 1 for each individual worker, and Form 1-Supplemental used only when the individual information cannot be secured.

When the workers were not hired by the farm operator, and the foreman of the crew is still on the farm or nearby, he is to be asked to supply the information. (The farm operator should be consulted before getting in touch with the foreman.) If the crew is gone, the farm operator is to be asked to supply all he can of the information called for. If he cannot supply all the information called for, he should be asked for the name and address of the crew leader and the enumerator may find it feasible to contact him, if the address is in a nearby town. In other situations, where the enumerator has not been able to get all the information called for, the supervisor will determine whether or not an attempt is to be made to obtain the information from the labor contractor or packing house.

When Form 1-Supplemental is used, Form 1 must also be filled out in case there were one or more hired workers who did not work in a gang and for whom individual information can be obtained. If, in filling out Form 1, it appears that it will be necessary to use Form 1-Supplemental also, write "See Form 1-Supplemental," on the last line of Item III in Form 1. In case a labor contractor or a packing house needs to be visited to obtain the information for Form 1-Supplemental, write also on the last line of Form 1 the name and address of the contractor or packing house.

No worker must be reported both in Item III of Form 1 and in Item II of Form 1-Supplemental. Once the enumerator makes the determination that for a crew of workers, he will be able to get information only for the group as a whole, he should not report information for any individuals of the crew in Item III of Form 1. This is necessary in order to avoid a double count of workers.

Item I. Copy items A, B, C, D, E, and F from Form 1.

Item II. Fill out a separate line for each gang or crew or group working at the same operation. If the crew shifted to a different type of work during the week, or if a crew worked a part of the time at one wage rate and a part at another, use a second line for columns (12) through (15) to record information on the second type of work or second wage rate. If a crew contained both males and females, use two lines, one for all males in the crew and one for all females.

Column 1. Enter the average number of persons who worked in the crew on this farm during the days of specified week when crew worked. If the crew contained both males and females record the information as if there were two crews, entering the average number of males on one line and the average number of females on the next line. It is very important that this average be obtained as accurately as possible. If the farmer or foreman reports that there were 15 workers in a crew of strawberry pickers on Monday, no work done at all on Tuesday, 20 workers in the crew on Wednesday, and 25 workers on Thursday when the picking was finished, the correct entry for column 1 is

$$\begin{array}{r} 20 \quad (15 + 20 + 25 = 20) \\ \quad \quad \quad 3 \end{array}$$

Column 2. Enter here the sex of workers in crew, M for male and F for female.

Column 3. Enter "operator" if workers were hired directly by the farmer; if workers were hired by someone else, enter the name and address of person or firm who employed them. If this is a special group such as high school boys or a group of women who do not usually work on farms, indicate the type of group on the back of the schedule.

Column 4. Classify each crew of imported foreign workers as "F"; prisoners of war, "P"; locally resident workers, "L", or migratory workers (that is, workers from outside the county who are lodged in places not considered their regular homes), "M".

If a crew includes a mixture of these classes, classify the crew according to the type of workers which predominate in the crew. Workers other than foreign importees, prisoners of war, and migratory workers are to be considered as locally resident workers.

Columns 5-8. Enter the number of workers of each race specified.

Columns 9-21. These columns are similar to columns 8-21 of Form 1 and the same instructions generally apply. However, here the entries relate to a group of workers rather than to an individual worker.

In column 9, enter the number of different calendar days on which the crew did some work on this farm during specified week only. If the crew was on this farm 4 days, but actually worked on only 3 days, the correct entry is 3.

In column 10, enter the number of hours that the crew was on the farm working during the specified week. For example, if a crew of strawberry pickers worked 4 hours on Monday, no hours on Tuesday, 8 hours on Wednesday and 5 hours on Thursday, the entry for column 10 should be 17 ($4 + 8 + 5 = 17$).

In column 11 enter the total cash wages paid or due the entire crew for work done on this farm during the specified week. The total cash wages paid or due the worker entered in column 11 should be the gross earnings for the week before any deductions. The earnings should therefore include any amount deducted because of a cash or credit advance or because of withholding taxes. The amount entered, however, should not include any part of a bonus to be paid at the end of the season.

In column 12, if the work was done on a crop, give the name of the crop; if the work involved handling of livestock, specify the type of livestock. (For example, specify "sheep" in the case of sheep shearing.)

In column 13, describe the principal operation performed. Always use a separate line for each type of work paid at a different wage rate.

In columns 14 and 15, report the wage rate and unit of payment for the kind of work shown in column 13. Note that if the rate paid by the employer is higher than the rate received by the workers, an explanation must be given in the footnote provided at the bottom of the schedule. (The rates to be entered in column 14 are the rates received by the workers.)

An entry in the footnotes will be necessary only in situations when a labor contractor, or another intermediary between the farmer and the worker receives some part of the wage rate paid by the farmer. In such cases, show the amount deducted by the contractor or other intermediary, and show whether the deduction is made from each unit, from the daily earnings, from weekly earnings, or in some other way. Also indicate what services are supplied to the worker by the contractor. The deductions to be recorded in the footnote do not include withholding taxes, or credit advances.

Column 16. Instructions for column 16 of Form 1 apply here. If the foreman of a crew furnished some machinery, equipment, or workstock, the rental of which is included in his wage rate, list the foreman on a separate line from the crew workers whose wage rate does not include any rental of machinery, etc.

Columns 17-21. The instructions applicable to columns 17-21 of Form 1 apply here.

Item III. This is identical with Item IV of Form 1 and the same instructions apply here.

IX DETERMINATION OF WHICH FARMS ARE IN SAMPLE

The following sampling instructions which are the same as those for the March and May Surveys are repeated for two reasons.

(1) These instructions are to be followed in enumerating the segments that were not covered in the March and May surveys. The Prelist Sheet for such segments will have only the State, county, and segment number entered on the top. No farm operators will have been listed on the sheets. You should canvass these segments as in the March and May enumerations, by following the procedure outlined below. In addition, certain segments were not completely enumerated in March and May, and for these the canvass should be completed.

(2) The sampling instructions should be consulted in connection with the verification of the farm operators listed on the Prelist Sheets. Although another complete canvass of all segments is not required, you should make corrections in and additions to the list in accordance with the requirements specified in VI - A "Checking on Completeness of List of Farm Operator's Already Copied on Prelist Sheet."

A. Definition of a Farm

A farm for the purposes of this survey is: (1) All the land on which some agricultural operations are performed by one person, either by his own labor alone or with the assistance of members of his household or hired workers, (2) the land operated by a partnership or by a hired manager, (3) the land operated by a tenant, renter, or cropper under the general direction of a landlord.

Do not regard as a farm any tract of land of less than 3 acres unless its agricultural products in 1944 were valued at \$250 or more.

Include as farms: Dry-lot or barn dairies, nurseries, greenhouses, fur farms, mushroom cellars, hatcheries, cranberry bogs, apiaries, etc.

Exclude as farms: "Fish farms," "fish hatcheries," "oyster farms," "frog farms," idle or abandoned farms which were not operated in 1944 and will not be operated in 1945, etc.

Consult your supervisor when in doubt as to whether an enterprise or establishment is to be regarded as a farm for this survey. On pages 21 and 22 additional instructions are given for enumerators in the South dealing especially with multiple-units (such as plantations).

B. Definition of Farm Headquarters.

In sampling farms it is important to have one point on every farm for reference purposes. This is the point we refer to as the "headquarters," although this may not always be the farm's business headquarters. Great care must be taken to observe certain rules for determining farm headquarters in order that the small sample of farms to be enumerated will be a satisfactory representation of all farms.

If all land comprising a farm is completely enclosed by the boundaries of a segment, the farm's headquarters are within the segment and the farm should be included in the sample.

If a farm is partly inside a particular segment, and partly outside the segment, either because it extends over the segment boundaries or because it has a separate tract or tracts outside the segment, it is to be included in the sample only if the "headquarters" for the entire population lie within the segment. Following are the rules for determining farm headquarters:

- (1) If there is only one dwelling on the farm, this dwelling is the farm headquarters, regardless of whether it is occupied or unoccupied.
- (2) If there are two or more dwellings on the farm, and the farm operator lives on the farm, the farm headquarters is the dwelling in which the farm operator lives.

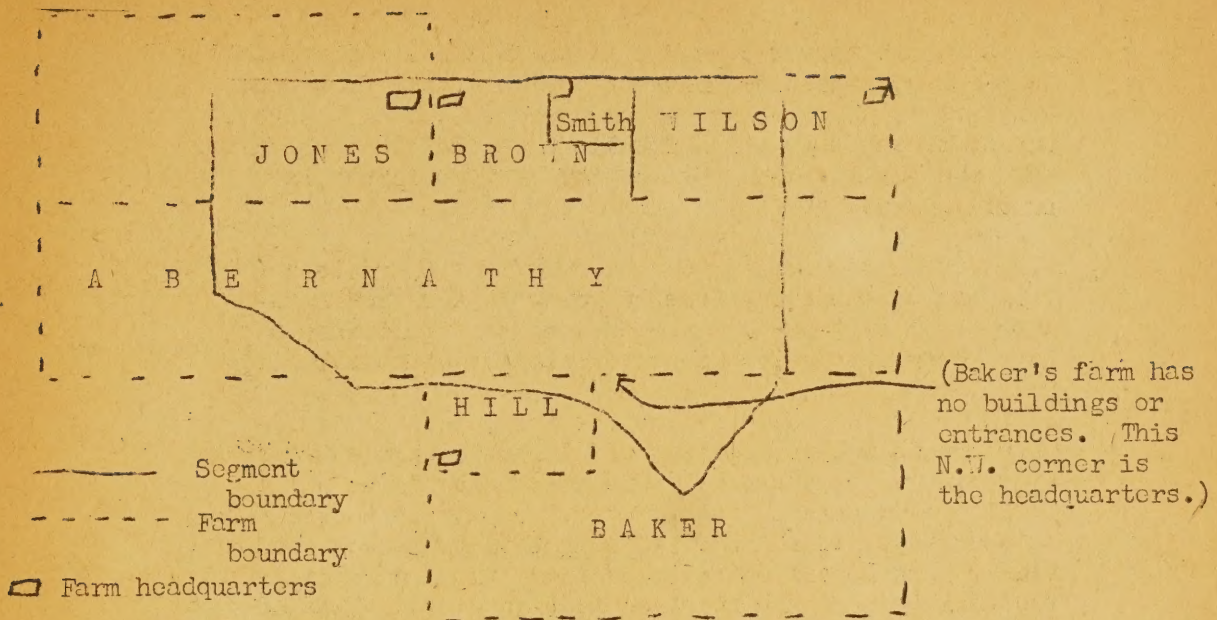
- (3) If there are two or more dwellings on the farm, and the farm operator does not live on the farm, the farm headquarters is the dwelling of greatest value. If there is any question as to which dwelling has the greatest value, take the one at which most of the farm equipment is usually kept.
- (4) If there is no dwelling on the farm, but there is a building on the farm, this building is the farm headquarters. If there are two or more such building, the farm headquarters is the building of greatest value.
- (5) If there are no buildings on the farm, the farm headquarters is the main entrance. The main farm entrance is the point where the farm operator usually turns off a public road, private road, trail, or path on to the farm he operates. If a farm with no buildings is composed of two or more separate tracts of land, the headquarters to the farm is the main entrance to the tract of land of greatest value.
- (6) If there are no buildings on the farm and there is no point which can be regarded as the main entrance, then the farm headquarters is the northwest corner of the tract of greatest value. This corner of the tract is the point which is farthest west on its northern boundary.

An operator is considered as living on his farm if the tract of land on which his residence is located is on, or adjacent to, one of the tracts used as an integral part of the farm's operations. Thus, the operator's residence may be on a production tract or on a tract bordering or touching or across the road from one of the tracts making up the farm. An operator's residence located elsewhere is to be considered as being on the farm only if the tract of land on which it is located produced in 1944 agricultural products valued at \$250 or more (whether sold or consumed on the farm).

C. Procedure on Canvassing a Segment.

To make a preliminary canvass of a segment contact someone in or near the segment to obtain the names of all farm operators whose farms are entirely or partly included in the segment. Those names can be recorded on scratch paper or on the back of an unused schedule. For each such farm the location of the headquarters must be determined, that is, whether the headquarters is inside or outside the segment. To assure completeness of this canvass, it may be advisable to make a rough sketch of the segment showing the boundaries and headquarters of the farms which together with other land account for all the land area in the segment. An example of such a sketch is shown below, with the solid line indicating the segment boundary and the dotted line showing the farm boundaries.

the farm boundaries.



In this case six farms have some land in the segment. Only Jones, Brown's and Baker's farms, however, are to be included in the sample. Wilson's, Abernathy's and Hill's farms having headquarters outside the segment, are not to be included in the sample. Smith has only 2 acres and no farming operations, and is therefore not to be included in the sample.

The preliminary canvass to determine the location of the headquarters of all farms having any land in the segment needs not require a separate visit to each such farm. Usually it will be possible to obtain the necessary information for this canvass for all farms in the segment from the first farms visited in the segment. The sketch and markings may be entered in the blank space at the bottom or the back of the Prelist Sheet. This can be done at the time the enumerator is filling out the Prelist Sheet for the first or second operator visited in the segment. All farms found to have headquarters in the segment are in the sample and therefore must be visited to fill out the Prelist Sheet.

Farms for which information is Not Available. If for any reason no source of information can be found for a farm having headquarters in the sample, enter notes explaining the situation on the schedules where the farm information should appear.

Additional Instructions to Enumerators in the South

(For the following States: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Missouri, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, Texas and Virginia.)

Definition of Multiple-Unit Operation. In the South, it will be necessary to deal somewhat differently with certain "farms" which are operated as parts of a larger unit, such as the sharecropper units of a plantation. In this survey an attempt will be made to obtain information on each of these "farms" on subunits from the landlord, manager, or overall operator rather than from each

landlord or sharecropper separately. Following the practice of the Census, this plantation type of operation is to be regarded as a "multiple-unit operation" which is defined as follows:

"A multiple-unit operation is one in which two or more subunits are handled as a single farm enterprise. It usually involves supervision of cropper or tenant operations and central control of such items as sale of products, work power, machinery and equipment, crop rotation, or of purchase of supplies. A multiple-unit operation consists of two or more subunits, one of which must be a cropper or tenant operation under the close supervision of the multiple-unit operator. One of the subunits may consist of land worked by the operator, his family, or wage hands. Plantations should usually be reported as multiple-unit operations."

Information for each subunit (that is, cropper or tenant) can usually be obtained from the owner or manager of the multiple-unit operation.

Determination of Multiple-Unit Operations in this Sample. During the canvass, farms which are subunits of a multiple-unit are to be included or excluded from the sample according to whether the headquarters of the multiple-unit operation is inside or outside the segment. A multiple-unit operation is in the sample (and therefore all its subunits) when the headquarters of the "home farm" is in the segment (regardless of location of the various headquarters of the individual subunits.)

There are a few cases where there is no "home farm". The multiple-unit operator might live in town, for example, and have one or more sharecroppers who live on the farm. In such cases the headquarters is defined as being the sharecropper's dwelling which has the greatest value. If there is any question as to which dwelling has the greatest value, take as the headquarters the dwelling of the cropper living on the most valuable tract of land.

Filling Out the Prelist Sheet for Multiple-Unit Operations. When a multiple-unit operator is visited, obtain from him the names of all operators of the subunits in his multiple-unit operation regardless of whether they live inside or outside the segments, and add these names to the Prelist Sheet. Place a letter "P" after the name of each plantation operator and a letter "S" after each sharecropper to distinguish them from other operators.

Fill in for these subunits the information asked for on the Prelist Sheet. In most cases the multiple-unit operator can supply this information; however, if he is not positive in his answer to column 12 on the Prelist Sheet for any subunit operator, the subunit operator should be visited. If any of the subunit operators hired labor during the specified week, they should be visited and a Form 1 should be filled out.